

WIC

WIC POLICY AND PROCEDURE MANUAL

Michigan Department of Community Health

Chapter/Section: 1.01
Effective Date: 1/20/92
Issue Date: 1/20/92

1. GENERAL ADMINISTRATION

1.01 Use of Policy and Procedure Manual FINAL

PURPOSE:

This manual contains the policies and guidance for use by those local agencies administering the Special Supplemental Food Program for Women, Infants and Children, "WIC".

The statements in this manual under the heading of "POLICY" include the minimum program requirements specified by the Federal Regulations, the FNS (Food and Nutrition Services) Instructions issued by USDA, and State and federal law, which are required of a local agency.

The material that appears under the heading "GUIDANCE" includes recommended but not required procedures for local agency implementation of the policy.

The guidance is the MDPH interpretation of how the policy may be implemented. Guidance may include MDPH recommended standard procedures to use in the performance of WIC Program health and dietary screening, education, food selection and referral activities.

1. Format:

The policies in the manual are organized according to an overall numerical system. The first (whole number) provides chapter designations. Decimal numbers which follow a whole number designate specific policies. Chapter and policy numbers are designated in the upper right hand corner of each page. Page numbers are sequential by policy and will also indicate total number of pages for each policy. These are in the lower right hand corner of each page.

Effective Date represents the date by which the policy must be implemented.

Issue Date indicates the date the policy was issued to local agencies for implementation. If policies are not to be immediately effective, the issue date will precede the effective date, to allow for local agency preparation time prior to implementation.

Guidance, if applicable, will follow the policy statements within the page numbering system for a specific policy.

Exhibits:

Specific exhibits for a policy will follow the policy within the chapter. Exhibits will be numbered according to policy.

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Example: Exhibit 2.03

If a policy is followed by more than one exhibit, each exhibit will be identified with a capital letter, e.g., Exhibit 2.03A and Exhibit 2.03B.

A Table of Contents at the beginning of the manual lists all chapters and policies. In addition, each Chapter is preceded by a Table of Contents.

Cross references refer to related policies or exhibits within the Policy Manual. Cross-references are listed at the end of each policy.

References may include Federal Regulations, FNS Instructions, USDA Policy letters, State and Federal Law, the User Guide and other documents. References are listed at the end of each policy.

2. **Updating:** Policies will be mailed directly to local agency WIC Coordinators and health officers or agency directors. WIC Policy Manuals are to be updated on a timely basis.

Reference:
Federal Regulations 246.4 (a) (11)